



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

GOVERNMENT AFFAIRS ANALYST #295

\$4,206 to \$6,309 per month

(Hiring Range: \$4,206 - \$5,258 per month)

Open until Filled. First Review of Applications: Monday, October 9, 2006

THE POSITION

Under direction, to perform journey-level legislative research and analysis and monitor SCAG's legislative programs; to serve as liaison between SCAG and the Federal, State, and local legislatures on assigned bills; to perform legislative bill analysis; to make recommendations based upon legislative analysis to departmental administrators, Regional Council, and committees; to coordinate the design and execution of SCAG's Annual Meetings and Regional Council Retreats; and to provide highly technical support to management.

IDEAL CANDIDATE QUALITIES...

- Excellent verbal, written, and presentation communication skills
- Adaptable and flexible worker
- Excellent interpersonal skills
- Strategic and creative thinker
- Excellent legislative research and analysis skills

DESCRIPTION OF DUTIES

- Monitor activity on proposed legislation and regulations affecting SCAG and its members; prepare written legislative summaries and analyses; make oral reports and presentations to policy and technical committees; correspond with legislators regarding bills; conduct research on proposed legislation, regulations, and public policy issues.
- Draft positions; develop and maintain a matrix of legislation being monitored by the organization and develop archive system of adopted policies as related to legislation; monitor legislative actions by SCAG policy committees and task forces.
- Coordinate legislative analyses by technical staff and incorporate into recommended actions; respond to requests for legislative information and assistance from SCAG members, legislative offices, and other organizations.
- Prepare advocacy materials and presentations; prepare written and oral background briefings for SCAG Regional Council Members and senior staff; coordinate and administer special projects and initiatives relative to the organization's legislative program.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Bachelor's degree from an accredited college or university with major coursework in political science, public administration, business administration, or a related field and two years of experience in legislative analysis. Master's degree is desirable.

Knowledge of: Trends in transportation, housing or environmental issues; state and federal legislative processes and procedures; local, regional, state, and federal public policies related to transportation, housing, land use, and environmental planning; public relations and community affairs; organizational, and management practices as applied to the analysis, evaluation, development, and implementation of legislative programs, policies and procedures; research and reporting methods, techniques, and procedures; sources of information related to a broad range of legislative programs and services; principles and ethics of legislative advocacy; modern office procedures, methods, and computer software; principles and procedures of legislative record keeping.

Ability to: Research, analyze, and evaluate legislative and regulatory proposals, policies, and procedures; prepare clear and concise correspondence and reports on a variety of issues; conduct research on a wide variety of legislative and regulatory topics; effectively administer a variety of departmental programs and administrative activities; plan, organize, and carry out assignments from management staff with minimal supervision and direction; interpret and apply federal, state, and local policies, procedures, laws, and regulations; communicate clearly, orally and in writing; establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

Special Requirements: Possession, or ability to obtain, an appropriate, valid driver's license; ability to work in a standard office environment; ability to travel to different sites and locations.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources Office

818 West 7th Street, 12th Floor, Los Angeles, CA 90017

(213) 236-1910 (213) 630-1493 fax

www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the selection process.

The selection process may consist of an application screening, oral presentation, and oral board interview

Candidates who successfully pass the selection process will be placed on a list of eligible candidates. As vacancies occur, the list of eligible candidates will be submitted to the requesting department for consideration.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- New employees are required to serve a one-year probationary period.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$720/month towards health insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.

- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.